



# STUDENT TEACHER PLACEMENT

## Greene County School System Procedures for Student Teacher Placements

All Student Teachers/Observations/Practicums/Interns must be processed through the Greene County School System Human Resources Department. Students must work through their college or School of Education. GCSS will work directly with Schools of Education to ensure proper placement. Please note that there must be a partnership agreement (Memorandum of Understanding) in place with the college or university.

GCSS prefers placement requests for **Fall Semester** no later than April 1 and **Spring Semester** no later than October 31, although requests made after the preferred date will be taken into consideration.

Steps of the Placement Process:

1. Students should first contact their School of Education to request placement.
2. Next, the School of Education completes, signs, and submits the placement request form along with a cleared background check, photo ID, and student information sheet to GCSS Human Resources Department.
  - It is the responsibility of the college to ensure that the background check of the student requesting placement has been cleared.
3. Following this, GCSS Human Resources Department will notify the school being assigned.
4. Upon placement decision, GCSS Human Resources Department will send placement confirmation or decline notification back to Field Placement Office.

Please send requests to Dr. Russell Brock, Human Resources Director at [russell.brock@greene.k12.ga.us](mailto:russell.brock@greene.k12.ga.us).

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